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Meeting

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Outline of Agenda for Meeting of Chiefs of Branches

on 20 May 1954

RECORDS SERVICES DIVISION

1. Personnel classification questionnaires. ✓
2. Professional - societies, publications, conventions, meetings and other information. ✓
3. More efficient work with less people ✓
4. Manpower surveys and utilization - IR ✓
5. Arbitrary reduction in force vs scientific methods.
6. Is the organization correct? Are the functions properly assigned?
7. Manpower study in the Security Office ✓
8. Access to Deputy Director.
9. Administrative binds - unnecessary coordination - regulations.
10. Management Improvement report to Bureau of the Budget. ✓
11. Training courses - ✓
12. Preparation of '56 budget estimates. ✓
13. Contacts with Area Records Officers.
14. Inclusion of percentages on Weekly Reports.

15. *More - Monday 24* ✓

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